



STEVE COOLEY  
LOS ANGELES COUNTY DISTRICT ATTORNEY

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18000 CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER  
210 WEST TEMPLE STREET LOS ANGELES, CA 90012-3210 (213) 974-3501

July 10, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZE THE LOS ANGELES COUNTY DISTRICT ATTORNEY TO ACCEPT  
TWO-YEAR FUNDING FROM THE STATE OF CALIFORNIA,  
VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD (VCGCB)  
FOR THE CRIMINAL RESTITUTION COMPACT (CRC) FOR  
FISCAL YEARS (FY) 2007-08 AND 2008-09 ALL DISTRICTS (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

- 1) Adopt the attached Resolution authorizing the Los Angeles County District Attorney (LADA), on behalf of the County of Los Angeles, to enter into an Agreement with the State of California, VCGCB; and to accept two-year funding for the CRC in the amount of \$549,138 (\$274,569 for each fiscal year) during the period of July 1, 2007 to June 30, 2009. Additional program costs of \$13,000 for FY 2007-08 and \$25,000 for FY 2008-09 will be provided by the Department.
- 2) Authorize the District Attorney or his designee, on behalf of the County of Los Angeles, to serve as Project Director for the CRC and to sign and approve revisions that do not increase the net County cost of the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Agreement (copy attached) allows the District Attorney's Office to ensure appropriate restitution fines and orders are in place for all offenders at the time of sentencing in criminal court. These fines and orders fund California's Victim Compensation Program. The LADA also helps crime victims determine their unreimbursed losses for court orders of direct restitution to the victim. VCGCB has allocated funding to the LADA for the past nine years for this program.

As part of the Agreement, the State requires adoption of the enclosed Resolution, which has been approved as to form by County Counsel.

### **Implementation of Strategic Plan Goals**

Consistent with the County's Strategic Plan Goal No. 1, Service Excellence, this program promotes the fiscal well-being of individuals and families. Acceptance of these grant funds support the County's Strategic Plan Goal No. 4, Fiscal Responsibility, through the maximization of revenues to offset program costs.

### **FISCAL IMPACT/FINANCING**

The total funding awarded for this Agreement is \$549,138 for two years, or \$274,569 each year. Funding for this program was included in the District Attorney's 2007-08 budget and the same amount will be included in the 2008-09 budget. Program costs are estimated to exceed the funding amount by \$13,000 in FY 2007-08 and \$25,000 in FY 2008-09. The Department will provide the remaining amount each fiscal year.

If funding for this Agreement were terminated, an evaluation would be conducted to determine whether the program would either be continued with costs absorbed by the department, or discontinued with the reallocation of staff to vacant, budgeted positions.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The District Attorney's Office has ensured restitution fines and orders were properly administered for the past nine years. Collection of restitution orders from offenders placed on formal probation totaled \$1,299,130.14 in FY 2005-06.

Budgeted program staff, consisting of 3.0 Paralegals and 1.0 Intermediate Typist Clerk, work with the County criminal justice system to ensure that a restitution order is imposed in all appropriate cases in accordance with applicable statutes and specifications of the Agreement. This includes monitoring victim compensation claims associated with restitution orders and conducting training and outreach regarding restitution to agencies in the County. Additionally, the Paralegals serve as a County resource on restitution issues, statutes, and case law, and may assist victims in obtaining restitution orders for losses incurred as a direct result of a crime.



The Honorable Board of Supervisors  
Page Three  
July 10, 2007

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

This program does not propose attorney staff augmentation. Therefore, the District Attorney's Office is not subject to the Board motion of December 15, 1998 requiring clearance with the Alternate Public Defender, Probation, Public Defender and Sheriff's Departments.

**CONCLUSION**

Following Board authorization to approve the agreement for this program, the Executive Officer-Clerk of the Board is requested to return a copy of the adopted Board letter and two (2) copies of the approved Resolution, containing original signatures, to Albert Ablaza, Contracts and Grants Unit, Los Angeles County District Attorney's Office, 201 North Figueroa Street, Suite 1300, Los Angeles, California 90012. Any questions may be directed to Mr. Ablaza via e-mail at [aablaza@lacountyda.org](mailto:aablaza@lacountyda.org) or by telephone at (213) 202-7683.

Respectfully submitted,

  
STEVE COOLEY  
District Attorney

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Attachments

c: Chief Administrative Officer  
County Counsel

1                                   **BOARD OF SUPERVISORS**  
2                                   **COUNTY OF LOS ANGELES**  
3                                   **RESOLUTION**

4                                   Accept Criminal Restitution Compact  
5                                   Agreement with the State of California,  
6                                   Victim Compensation and Government Claims Board

7                   **WHEREAS**, the County of Los Angeles is charged with providing vital  
8 services in the area of courts, law enforcement, and adult and juvenile justice to  
9 a population in excess of ten million persons; and

10                  **WHEREAS**, the County of Los Angeles is authorized, pursuant to  
11 Government Code Section 26500.5, to participate in any project or program to  
improve the administration of justice; and

12                  **WHEREAS**, the Victim Compensation and Government Claims Board has  
13 been authorized to contract with local Victim-Witness Centers to ensure  
14 restitution fines and orders are properly administered; and

15                  **WHEREAS**, the County of Los Angeles, acting through its Board of  
16 Supervisors, desires to participate in such a program entitled the Criminal  
17 Restitution Compact for the two-year period commencing July 1, 2007 and  
ending June 30, 2009, and has the capability of providing such services through  
its center; and

18                  **WHEREAS**, the Victim Compensation and Government Claims Board has  
19 allocated funds for County Fiscal Years 2007-08 and 2008-09 for the Los  
20 Angeles County District Attorney's Criminal Restitution Compact Program to fund  
21 four positions, namely three Paralegals and one Intermediate Typist Clerk that  
22 will ensure restitution fines and orders are properly administered in accordance  
with applicable statutes;

23                  **NOW THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of  
24 the County of Los Angeles approves the submission for and acceptance of  
25 continued funding for a period of twenty four months commencing July 1, 2007  
26 and ending June 30, 2009, upon approval of both the State and County, by the



1 State of California, Victim Compensation and Government Claims Board for the  
2 above-referenced program;

3 **BE IT FURTHER RESOLVED** that the Board of Supervisors of the County  
4 of Los Angeles hereby approves acceptance of funds to be used exclusively for  
5 the designated program, which may be awarded pursuant to the Standard  
6 Agreement;

7 **BE IT FURTHER RESOLVED** that the State funds received hereunder  
8 shall not be used to supplant local funds controlled by this body;

9 **BE IT FURTHER RESOLVED** that the Board of Supervisors of the County  
10 of Los Angeles hereby authorizes the District Attorney, or his designee, to serve  
11 as Project Director for said program and to execute on behalf of Los Angeles  
12 County the Agreement, and to perform all further tasks necessary for the  
13 completion of the project, including execution and submission of amendments,  
14 progress reports and payment requests to the Agreement;

15 **IT IS AGREED** that liability arising out of the performance of the Criminal  
16 Restitution Compact Agreement, including civil court actions for damages, shall  
17 be the responsibility of the grant recipient and the authorizing agency. It is  
18 recognized that the State of California, Victim Compensation and Government  
19 Claims Board disclaims any responsibility for any such liability;

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**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the Board of Supervisors of the County of Los Angeles this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

by \_\_\_\_\_  
Chair, Board of Supervisors

By \_\_\_\_\_  
Deputy

By [Signature]  
Deputy



AGREEMENT NUMBER  
**VCGC7082**  
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**

CONTRACTOR'S NAME

**COUNTY OF LOS ANGELES, DISTRICT ATTORNEY'S OFFICE**

2. The term of this Agreement is: **JULY 1, 2007** through **JUNE 30, 2009**

3. The maximum amount of this Agreement is: **\$ 549,137.60**  
**Five Hundred Forty Nine Thousand, One Hundred Thirty Seven Dollars, and Sixty Cents**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	Pages 2-5
Exhibit B – Budget Detail and Payment Provisions	Page 6
Exhibit B-1 – Budget Page	Page 7
Exhibit C* – General Terms and Conditions (GTC-307)	Page 8
Exhibit D – Special Terms and Conditions	Pages 9-14

Attachment I – Data Classification & Security Policy Memo 04-01-010	Pages 1-3
Attachment II – Confidentiality Statement	Page 1
Attachment III – Sample Invoice and Invoicing Instructions	Page 1
Attachment IV - Approved Travel Reimbursement Rates	Page 1
Attachment V - Equipment Purchase Authorization Form	Page 1

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

**COUNTY OF LOS ANGELES, DISTRICT ATTORNEY'S OFFICE**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**Steve Cooley, District Attorney**

ADDRESS

**210 West Temple Street, Suite 18-709  
Los Angeles, California 90012**

**STATE OF CALIFORNIA**

AGENCY NAME

**VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

**KAREN MCGAGIN, EXECUTIVE OFFICER**

ADDRESS

**400 "R" STREET, SACRAMENTO, CA 95814**

**California Department of General  
Services Use Only**

☐ Exempt per:

## EXHIBIT A

### SCOPE OF WORK

The Victim Compensation and Government Claims Board (hereinafter, "VCGCB") and the District Attorney agree that the intent of this contract is to establish a positive, collaborative relationship for effective operation of California's criminal restitution system.

#### 1. SCOPE OF WORK

The VCGCB and the District Attorney agree that:

- a. The Criminal Restitution Compact Restitution Specialist (hereinafter, "Specialist") shall ensure that the following are imposed, unless the court waives imposition for compelling and extraordinary reasons that are stated on the record:
  - i. Restitution orders in all appropriate cases involving a victim who has filed a claim with the VCGCB;
  - ii. Restitution fines on all convicted offenders;
  - iii. Parole revocation restitution fines in all cases in which the offender's sentence may include a period of grace;
  - iv. Diversion restitution fees for all diverted offenders; and
  - v. Probation revocation restitution fines in all cases in which the offender's sentence may include a period of probation.
- b. The Specialist shall facilitate contact and attend meetings between the VCGCB and the county collection entity(ies) to discuss ways of increasing collections of restitution orders.
- c. The Specialist shall be an employee of the District Attorney's Office, preferably at a level equivalent to a paralegal or above.
- d. The Specialist shall report to a supervisor designated by the District Attorney, preferably an Assistant or Chief Deputy District Attorney.
- e. The District Attorney (or his or her designee) and the VCGCB's Executive Officer (or his or her designee) shall meet as necessary to discuss the scope of work or any other aspect of this contract.
- f. This contract shall be modified if its terms are determined to be inconsistent with applicable law, or as otherwise necessary.
- g. The District Attorney shall ensure that there is sufficient staff to perform the services required under this contract. The District Attorney shall notify the VCGCB of the resignation or termination of any Specialist assigned to perform the functions of this contract within five (5) business days of being notified of the resignation or of issuing the notice of termination. The District Attorney shall hire or reassign another qualified Specialist to perform the services.
- h. The District Attorney shall notify the VCGCB when a Specialist assigned to perform the functions of this agreement has been absent, or is expected to be absent, for any reason, longer than three (3) weeks.



## EXHIBIT A

### SCOPE OF WORK

- i. When the Specialist is on leave, including vacation, sick or annual leave, the VCGCB shall compensate the District Attorney for that period of time only if the Specialist accrued the leave during the time the Specialist was assigned to perform the functions described in this agreement. The District Attorney agrees to provide, at the VCGCB's request, documentation verifying accrual leave under the agreement.
- j. The Specialist may not work overtime without prior written authorization from the VCGCB. The VCGCB reserves the option of not reimbursing overtime that is not first requested and approved in writing.
- k. The VCGCB shall notify the Specialist of all claims filed for Victim Compensation Program (VCP) assistance involving crimes committed in the District Attorney's county for which an offender/suspect has been identified.
- l. The Specialist shall have access to the necessary court records to monitor cases associated with claims identified in paragraph "k" above, as they proceed through the criminal or juvenile justice system.
- m. When the Specialist receives notice that a victim has filed for VCP assistance prior to the associated offender being sentenced, the Specialist shall determine the amount of assistance granted by the VCP, if any, and any other information necessary from the VCGCB's claims processing system, and provide this information to the prosecuting attorney.
- n. The prosecuting attorney shall submit the information described in paragraph "m" above to the court and request that the court impose one or more of the following, as appropriate: a restitution fine; a diversion restitution fee; a probation revocation restitution fine; a parole revocation restitution fine; a restitution order for an amount equal to that which the VCP has paid on the associated claim(s); a restitution order for an amount "to be determined" (if the VCP has not made a payment on the associated claim(s)); and/or a diversion restitution fee.
- o. If a case is forwarded to the probation department for completion of a pre-sentence investigation (PSI) report, in addition to notifying the prosecutor of the amount of assistance granted by the VCP, if any, pursuant to paragraph "m" above or the Specialist shall also provide the probation department with the same information and request that the probation department include the information in its PSI.
- p. The Specialist shall provide the VCGCB with information concerning the final disposition of juvenile and adult criminal cases associated with claims filed with the VCP within thirty (30) calendar days of the judge imposing the restitution order and fine.

## EXHIBIT A

### SCOPE OF WORK

- q. The Specialist shall monitor, in the VCGCB's computer system, VCP claims associated with restitution orders imposed for an amount "to be determined" (TBD). The Specialist shall monitor TBD restitution orders every six months from the date of sentencing. When payments on a claim reach the \$2,000, the Specialist shall notify the prosecuting attorney, District Attorney, probation department, and/or other appropriate District Attorney staff that the TBD restitution order needs to be amended/modified. The Specialist shall provide a copy of the notification to the VCGCB. In all cases, one year before the offender is terminated from parole or probation, the Specialist shall seek a modification of the TBD restitution order to reflect the current payout. The VCGCB shall assist the Specialist and other appropriate District Attorney staff in preparing to take cases back to court for modification. The VCGCB shall provide expense breakdowns and redacted bills to substantiate any restitution orders requested. A custodian of records shall be available for testifying at restitution hearings. The VCGCB will measure the performance of this provision quarterly by analyzing the number of TBD restitution orders amended, in relation to the number of convicted offenders whose victims have received benefits from the VCGCB.
- r. The VCGCB and the Specialist shall each conduct training and outreach regarding restitution to agencies in the District Attorney's county. This includes initial and ongoing restitution-related training for the Specialist.
- s. Representative of the VCGCB and the District Attorney's Office shall meet with agencies in the District Attorney's county to promote the appropriate assessment and collection of restitution fines, parole and probation restitution fines, restitution orders, and diversion restitution fees.
- t. The Specialist shall serve as a county resource on restitution issues, statutes, and case law. To this end, the Specialist shall assist victims in obtaining restitution whether or not they have filed claims with the VCP. The Specialist shall engage in the following activities no more than 25% of his/her time: assisting victims in obtaining restitution orders for losses incurred as a direct result of a crime; assisting victims in enforcing their restitution orders as civil/money judgments; and/or, assisting victims with the preparation of evidence to obtain a restitution order.
- u. The Specialist shall provide monthly timesheets and quarterly activity reports in a format provided by the VCGCB. Timesheets are due on the 15<sup>th</sup> of every month. Quarterly reports are due on the 15<sup>th</sup> of the month after the end of each quarter.
- v. The Specialist must spend a minimum of 75% of his/her time performing the work described in Exhibit A – 1a through 1u, excluding 1t. The other 25% of the Specialist's time shall be dedicated to activities described in Exhibit A – 1t. The Specialist shall document his or her activities by using regular time and attendance records approved by the VCGCB. These records shall be forwarded to the VCGCB on a monthly basis as attachments to the monthly invoices. This documentation is necessary for the VCGCB to be reimbursed for restitution activities from the administrative cost portion of the VCGCB's federal VOCA grant. Failure to keep and maintain the records required by this section may result in the District Attorney's Office not being compensated under this Contract for those activities.



**EXHIBIT A**  
**SCOPE OF WORK**

2. The project representatives during the term of this contract will be:

Requesting Agency: Victim Compensation and Government Claims Board	Providing Agency: County of Los Angeles District Attorney's Office
Name: Patrick Dorais Deputy Executive Officer	Name: Antony Myers
Phone: (916) 491-3505	Phone: (213) 580-3249
Fax: (916) 491-6420	Fax: (213) 202-5952

Direct all inquiries to:

Requesting Agency: Victim Compensation and Government Claims Board	Providing Agency: County of Los Angeles District Attorney's Office
Section/Unit: Fiscal Services Division	Section/Unit: Restitution
Attention: Michele Smith, Manager	Attention: Antony Myers
Address: 400 "R" Street, 5 <sup>th</sup> Floor Sacramento, CA 95814	Address: 201 North Figueroa Street, Suite 1500 Los Angeles, California 90012
Phone: (916) 491-3638	Phone: (213) 580-3249
Fax: (916) 491-6420	Fax: (213) 202-5952

**EXHIBIT B**

**BUDGET DETAIL AND PROVISIONS**

**1. INVOICING AND PAYMENT**

- a. For services satisfactorily rendered, and upon receipt and approval of the invoices, the VCGCB agrees to compensate the District Attorney's Office for actual expenditures permitted by the terms of this agreement.
- b. Invoices shall include the agreement number, employee name, position/classification, and time base. Invoices and timesheets/attendance records shall be submitted no later than the 15<sup>th</sup> of the month for the previous month's expenditures to:

Victim Compensation and Government Claims Board  
Attn: Fiscal Services Division  
400 "R" Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

**2. BUDGET CONTINGENCY CLAUSE**

- a. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this agreement does not appropriate sufficient funds for the program, this agreement shall be of no further force and effect. In this event, the VCGCB shall have no liability to pay any funds whatsoever to the District Attorney's Office or to furnish any other considerations under this agreement and the District Attorney's Office shall not be obligated to perform any provisions of this agreement.
- b. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the VCGCB shall have the option to either cancel this agreement with no liability occurring to the VCGCB, or offer an amendment to the agreement to the District Attorney's Office to reflect the reduced amount.
- c. The District Attorney's Office shall be paid by the VCGCB from the Restitution Fund. Any payments shall be contingent upon the availability of monies in the Restitution Fund. Any funds paid shall not be a charge upon any federal monies or state General Fund monies. Funds provided under this agreement are not to be used for other activities and shall not be used to supplant those activities currently provided by county funds, or grants administered by the Criminal Justice Programs Division, Office of Emergency Services.

**3. PROMPT PAYMENT CLAUSE**

The VCGCB shall pay all properly submitted, undisputed invoices within 45 days of receipt, in accordance with Chapter 4.5 of the Government Code commencing with Section 927.

**4. COST LIMITATION**

The total amount of this agreement shall not exceed \$274,568.80 for fiscal year 2007/08 and \$274,568.80 for fiscal year 2008/09. Funding shall be contingent upon availability of funds and shall be at the sole discretion of the VCGCB. The funding of this contract may be changed by written amendment to the contract.



**BUDGET WORKSHEET**

FY 2007/08 and 2008/09

(Standard Agreement)

County of Los Angeles

VCGC-7082

**County and Agency: LOS ANGELES COUNTY DISTRICT ATTORNEY**

	2007/08	2008/09	
<b>Personal Services</b>	<b>Budget Amount</b>	<b>Budget Amount</b>	<b>Descriptions</b>
<b>SALARIES AND WAGES</b>			
Name:	136,817.86	134,819.86	3 Paralegals
Name:			
Name:	34,788.00	36,786.00	1 Intermediate Typist Clerk
Name:			
<bfringe b="" benefits<=""></bfringe>			
Name:	85,802.94	85,802.94	****Employee Benefit rate at 50%
Name:			
Name:			
Name:			
<b>OTHER</b>			
<b>Total Personal Services</b>	<b>257,408.80</b>	<b>257,408.80</b>	
<b>Operating and Overhead Expenses</b>			
Rent			
Telephone			
Training			
Travel			
Postage			
Photocopying			
*Office Supplies			
**Equipment			
***Miscellaneous			
10% Salaries & F.B. Indirect	17,160.00	17,160.00	This will cover the Employee's Indirect Cost
Network Conenction Fees			
<b>TOTAL OPERATING EXPENSES</b>	<b>17,160.00</b>	<b>17,160.00</b>	
<b>TOTAL BUDGET</b>	<b>274,568.80</b>	<b>274,568.80</b>	<b>\$549,137.60</b>

\* A request for Office Supplies in excess of \$500 per PY requires a justification for the entire amount of expenditures.

\*\*Although equipment is included in the budget, **ALL** equipment for which the county requests reimbursement from the Board must be requested in writing by the county and approved in writing by the Board **prior to purchase**. All requests must be submitted on the **Equipment Authorization/Justification** form.

**Note:** The Board reserves the option of not reimbursing for equipment that is not requested and approved in writing prior to purchase.

\*, \*\*, and \*\*\* In detail, please specify what expenses are included for each of these line items.

\*\*\* Employee Benefit rate is subject to change

**EXHIBIT C**

**GENERAL TERMS AND CONDITIONS**

**GENERAL TERMS AND CONDITIONS**

PLEASE NOTE: The General Terms and Conditions will be included in the contract by reference to Internet site [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).



EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.



15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

1). "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.

2). "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: "For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a). The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b) The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.



**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**1. JOB-RELATED TRAVEL:**

- a. The VCGCB anticipates that only the primary contract representative (not supervisors) will travel to Sacramento on three (3) occasions per year during the contract term. All expenses shall be reimbursed in accordance with the allocation reflected in the travel line-item of the contract budget so long as the reimbursement is consistent with Attachment IV.
- b. Prior written authorization must be obtained from the VCGCB to attend training, conferences or to travel for other purposes not directly related to the performance of this agreement. Absent such prior approval, the VCGCB reserves the option of not reimbursing the expenses.

**2. MOVING:**

- a. The VCGCB shall not reimburse any costs associated with the relocation of the District Attorney's Office staff performing under this contract.
- b. The District Attorney's Office shall obtain written authorization from the VCGCB to relocate computer terminals sixty (60) calendar days before any planned relocation. Written notification should be e-mailed or addressed to the attention of the Restitution Manager, Fiscal Services Division, California Victim Compensation and Government Claims Board, P. O. Box 1348, Sacramento, CA 95812-1348.

Notification of relocation shall include the new address, including room number and the name, title, address, and phone number of a contact person who is responsible for telephone line and computer/electrical cable installation.

- c. Failure of the District Attorney's Office to obtain prior authorization may result in the District Attorney's inability to perform functions of the contract for a period of time. The VCGCB will not reimburse the District Attorney's Office for lost production time.

**3. REGULATIONS AND GUIDELINES**

All parties agree to abide by all applicable federal and state laws and regulations and VCGCB guidelines, directives and memos as they pertain to the performance of this agreement.

**4. UTILIZATION OF NEW COMPUTER SYSTEM**

The District Attorney's Office agrees to cooperate with the VCGCB in all phases of the development and implementation of the VCGCB's new automated claims processing system, CaRES (Compensation and Restitution System).

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**5. EQUIPMENT:**

**a. Written Request and Approval Prior to Purchase**

The District Attorney's Office shall obtain prior written authorization from the VCGCB in the acquisition of equipment (capitalized assets), including "modular furniture," even though funding may have been previously requested and made part of the budget for this agreement. The VCGCB reserves the option of not reimbursing the District Attorney's Office for equipment purchases that are not requested or approved in writing prior to purchase.

The District Attorney shall submit the request for equipment purchases on the Equipment Purchase Justification/Authorization Request Form (Attachment V) to the attention of the Restitution Analyst, Fiscal Services Division, California Victim Compensation and Government Claims Board, P. O. Box 1348, Sacramento, CA 95812-1348.

**b. Purchase of Information Technology Equipment**

The VCGCB will provide and/or reimburse, under this contract, costs for information technology equipment deemed necessary and approved by the VCGCB (as defined in the State Administrative Manual Section 4819.2). If the VCGCB purchases equipment for the District Attorney's Office, the VCGCB will ensure that the equipment is operational, configured and delivered to that office. The VCGCB will provide configuration support only on VCGCB purchased equipment. Configuration support will include restoring altered VCGCB equipment to its original configuration. If the District Attorney's Office purchases equipment, the District Attorney's Office is responsible for its own configuration, installation, and support of those purchases. Both VCGCB and District Attorney equipment purchases will require the purchase of a maintenance service agreement by the District Attorney's Office. The District Attorney's Office is responsible for budgeting dollars through this contract to cover those support and/or maintenance service agreement costs.

All equipment purchased or reimbursed under this contract, regardless of whether the VCGCB or the District Attorney's Office purchased it, shall be the property of the VCGCB and identified with a state identification number.

If computer software is purchased under this contract, vendors shall certify that it has appropriate systems and controls in place to ensure that State funds are not used to acquire, operate, or maintain computer software in a manner that does not comply with applicable copyrights.

The District Attorney's Office agrees to apply security patches and upgrades, and keep virus software up-to-date on any machine on which VCGCB data may be used.



**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**6. OPERATING EXPENSES:**

- a. The District Attorney's Office may charge expenses to various line-item allocations as part of their operating expenses, such as rent, utilities, postage, telephone, etc. Such expenses are generally identified as "direct costs." The District Attorney's Office must ensure that expenses that are classified as "direct cost" are not also included in the "indirect cost" or "overhead" category. Indirect costs are those costs that are incurred for a common or joint purpose or a cost that is not readily assignable to a specific operating expense line-item.
- b. The District Attorney's Office must submit, upon the VCGCB's request, a copy of the indirect cost allocation plan demonstrating how the indirect cost rate was established. All costs included in the plan must be supported by formal accounting records which substantiate the propriety of such charges.
- c. The District Attorney's Office must obtain written approval prior to modifications being made to the line items under the operating expense category, such as an increase to rent or offsetting savings from one line-item to another. Requests should be directed to the attention of the Restitution Manager.

**7. TERM OF CONTRACT:**

The period of performance for the contract will be July 1, 2007 through June 30, 2009.

**8. INVENTORY:**

Electronic Data Processing equipment, capitalized assets and non-capitalized assets, shall remain the property of the VCGCB and shall bear identification tags supplied by the VCGCB. The District Attorney's Office shall prepare an inventory listing as of June 30, 2007 and June 30, 2008 on forms provided by the VCGCB. The completed forms shall be submitted to the Business Services Section, Victim Compensation and Government Claims Board, P. O. Box 48, Sacramento, CA 95812.

In the event of termination of this agreement, the VCGCB shall take possession of those items. The District Attorney's Office must hold those items identified in the inventory list in storage until the VCGCB retrieves its property. Payment of storage and retrieval shall be the responsibility of the VCGCB.

**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**9. CONFIDENTIALITY OF RECORDS:**

All financial, statistical, personal, technical and other data and information relating to the State's operations, which are designated confidential by the State and made available to the contractor in order to carry out this agreement, or which become available to the contractor in carrying out this agreement, shall be protected by the contractor from unauthorized use and disclosure through observance of the same or more effective procedural requirements as applicable to the State. This includes the protection of any extractions of the VCGCB's confidential data for another purpose. Personally identifiable information shall be held in the strictest confidence, and shall not be disclosed except as required by law or specifically authorized by the VCGCB (refer to Data Classification and Security Procedure Memo 04-01-010, Attachment I).

The VCGCB's Custodian of Records in Sacramento shall be notified when a claimant or other person requests a copy of any document in or pertaining to the claimant's file. The District Attorney shall not disclose any document pursuant to any such request unless authorized to do so by the VCGCB's Custodian of Records, the Executive Officer, or the Legal office.

The VCGCB's Public Information Officer (PIO), Miles Bristow, in Sacramento is to be immediately notified of any request made under the Public Records Act (Gov. Code § 6250, et. seq.) for information received or generated in the performance of this contract. The PIO may be reached at (916) 491-3757 or miles.bristow@vcgcb.ca.gov. No record shall be disclosed pursuant to any such request unless authorized by the VCGCB's PIO. If the PIO is unavailable, contact the VCGCB's Legal Office at (916) 491-3523.

The District Attorney shall ensure that all staff working on the VCGCB Program is informed of the requirements of this provision and of direction given by the VCGCB. The District Attorney shall complete and submit a signed Confidentiality Statement (Attachment II) to:

Victim Compensation and Government Claims Board  
Attn: Business Services Section  
400 "R" Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**10. SUBPOENAS**

The District Attorney's Office is not the Custodian of Records for any of the materials it creates or receives pursuant to this contract. The District Attorney's Office shall post a notice in its receiving department or other appropriate place stating that all Victim Compensation Program subpoenas and document requests shall be served upon the California Victim Compensation and Government Claims Board.

The District Attorney's Office shall inform a server of a subpoena that the subpoena must be served on the California Victim Compensation and Government Claims Board, Attn: Legal Office at 400 "R" Street, 5<sup>th</sup> Floor, CA 95814. The District Attorney's Office may also contact the Legal Office at (916) 491-3523 for further assistance.



**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**11. INCOMPATIBLE WORK ACTIVITIES**

The District Attorney's staff assigned to perform services for the VCGCB must not:

- a. Engage in any conduct that is clearly inconsistent, incompatible, or in conflict with, his or her assigned duties under the contract.
- b. Use information obtained while doing work under the contract for personal gain or the advantage of another person.
- c. Provide confidential information to anyone not authorized to receive the information. Confidential information obtained during the performance of contract duties must be held in strict confidence;
- d. Provide or use the names of persons or records of the VCGCB for a mailing list which has not been authorized by the VCGCB.
- e. Represent himself or herself as a VCGCB employee.
- f. Take any action with regard to a VCP claim, or restitution matter with the intent to obtain private gain or advantage.
- g. Involve himself or herself in the handling of any claim or restitution matter when he or she has a relationship (business or personal) with a claimant or other interested party.
- h. Knowingly initiate any contact with a claimant, person for whom restitution may be sought, or person against whom restitution may be collected, unless the contact is for the purposes of carrying out the services under this agreement and is done in an appropriate manner.

It shall be the District Attorney's responsibility to ensure that every staff person assigned to provide contracted services to the VCGCB is made aware of and abides by this provision. If an assigned staff person is unwilling or unable to abide by this provision, the staff person should no longer be assigned to perform the services required by the contract. Any questions should be directed to the VCGCB's Legal Office at (916) 491-3523.

**12. RETENTION OF RECORDS**

The District Attorney's Office will retain claim files in the respective file rooms until at least two (2) years have elapsed since the claim's last activity date (hearing date). These claims will be considered inactive and will be forwarded to the VCGCB's Main File Room (MFR). The MFR will purge these claims and forward to the State Record Center (SRC) for an additional five (5) years. After seven (7) continuous years of inactivity, the MFR will have the claim file destroyed.

The District Attorney's Office shall not destroy any files without written authorization from the VCGCB.



**EXHIBIT D**

**SPECIAL TERMS AND CONDITIONS**

**13. TERMINATION FOR CONVENIENCE**

The VCGCB or the District Attorney reserves the right to terminate this agreement upon thirty (30) days written notice to the other party. In such an event, the District Attorney's Office shall be compensated for actual costs incurred in accordance with the terms of this agreement up to the date of termination. Invoicing of the above mentioned costs must be submitted to the VCGCB within thirty (30) calendar days of the date of termination.

**Los Angeles County Chief Administrative Office**  
**Grant Management Statement for Grants Exceeding \$100,000**

**Department:** Los Angeles County District Attorney's Office

### Grant Project Title and Description

The Criminal Restitution Compact insures restitution orders are imposed in all appropriate criminal cases in accordance with applicable statutes and specifications of the Agreement. This includes monitoring claims associated with restitution orders and conducting training and outreach regarding restitution to county agencies. Staff will also serve as a county resource on restitution issues, statutes, case law, and may engage in assisting victims in obtaining restitution orders for losses incurred as a direct result of a crime.

**Funding Agency**  
Victim Compensation and  
Government Claims Board

**Program (Fed. Grant # /State Bill or Code #)**  
CFDA No. 16.576

### Grant Acceptance Deadline

**Total Amount of Grant Funding: \$549,138**

**County Match:-0-**

**Grant Period:** 2007-2009

**Begin Date:** July 1, 2007

**End Date:** June 30, 2009

**Number of Personnel Hired Under This Grant:**

Full Time 4

PartTime 0

### **Obligations Imposed on the County When the Grant Expires**

Will all personnel hired for this program be informed this is a grant-funded program? Yes   X    
No       

Will all personnel hired for this program be placed on temporary ("N") items? Yes X No   

Is the County obligated to continue this program after the grant expires? Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes      No X

(Describe) \_\_\_\_\_

c). Eliminate or reduce, as appropriate, positions/program costs funded by the grant. Yes X No     

**Impact of additional personnel on existing space:** N/A

Department Head Signature

Date 6/23/07